



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 7130.4M
N8
3 December 2003

COMSC INSTRUCTION 7130.4M

Subj: APPOINTMENT OF FUND ADMINISTRATORS FOR HEADQUARTERS,
MILITARY SEALIFT COMMAND

Ref: (a) COMSCINST 7130.3F

1. Purpose. To designate and appoint Fund Administrators within the Headquarters, Military Sealift Command (HQMSC). This instruction establishes specified administrators for each fund in order to provide the most effective means of control. In all cases, the Fund Administrator will be the sole point of contact for any action affecting the accounts. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 7130.4L.

3. Responsibilities:

a. HQMSC Program Managers/Functional Directors/Special Assistants designated as Fund Administrators for their portion of the following accounts:

- (1) Awards
- (2) Travel
- (3) Training
- (4) Subscriptions

b. HQMSC Program Managers/Functional Directors/ Special Assistants listed below are specifically designated Fund Administrators for the accounts noted:

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- (1) Naval Fleet Auxiliary Force Program Manager (PM1):
 - Ship operating expenses for NFAF, Hospital Ships and Tugs Program
- (2) Special Mission Ships Program Manager (PM2):
 - Ship operating expenses for Special Mission and T-AGOS Programs
- (3) Prepositioning Program Manager (PM3):
 - Ship operating expenses for Prepositioning Ship Programs
- (4) Sealift Program Manager (PM5):
 - Ship operating expenses for Cargo, Tanker and Surge Programs
- (5) Force Medical Officer (N00M):
 - Medical Supplies
 - Safety Glasses/Shoes
 - Other Medical Services
- (6) Public Affairs Director (N00P):
 - Public Information
 - Audiovisual supplies and services
- (7) Special Assistant for Reserve Programs (N00R):
 - Force Projection Logistic Exercise (FPLX)
 - Active Duty for Special Work (ADSW)
- (8) Special Assistant for EEO (N00E):
 - EEO Costs
- (9) Flag Secretary (N002):
 - Federal Express and/or similar expenses
 - Mailroom Contract Expenses

(10) Maritime Forces and Manpower Management Director (N1):

- PCS Travel
- Advertising - ashore and afloat
- HRO Services
- Post Graduate School
- Private Sector Temporaries
- Non-Monetary Awards

(11) Logistics Director (N4):

- Office Expenses
- ADP Supplies
- Office Equipment Repairs
- Office Equipment Purchases
- Printing
- Real Property Maintenance
- Equipment Rental
- Office Equipment Maintenance
- Space Rental
- Space Alterations/Maintenance
- Miscellaneous: COSAL Conversion and Maintenance

(12) Counsel (N2):

- Litigation Support

(13) Operations and Plans Director (N3/5):

- Engineering Effort for Chemical, Biological, Radiological Defense (CBR-D)
- Force Protection

(14) Command Control, Communication and Computer Systems Director (N6):

- IT Maintenance
- IT Software Expense
- Data Communications
- Voice Communications
- INMARSAT
- IT Equipment
- IT Services

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(15) Engineering Director (N7):

- LOE Engineering Contracts
- Environmental Contracts

(16) Comptroller (N8):

- Defense Finance and Accounting Service (DFAS)
- Depreciation - Contributed Fixed Assets
- U.S. Transportation Command (USTRANSCOM) Headquarters Costs
- Military Personnel Costs

4. Action. Duties and responsibilities of Fund Administrators, as set forth in reference (a), will be implemented for areas assigned herein.

5. Effective Date. This instruction is effective immediately.

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D. A. LOEWER
Vice Commander

Distribution:
COMSCINST 5215.5
List I (Case A, B, C)